

LEASING PROPOSAL REQUEST

Agency, Office Name	<u>Department of Correction</u>
Principal Use Office/Warehouse/Other	<u>Office</u>
Employee Headcount at Premises	<u>18</u>
Transaction Number	<u>17-01-909</u>

	<u>Desired</u>	<u>Alternates Accepted</u>
Service Area and Boundary Requirements	Madison Co. with a preference to Jackson City limits.	No
Parking Requirements	<u>48</u> Spaces Requested The parking provided shall include handicap parking to meet the relevant code requirements.	No
Usable & Rentable Contiguous Square Footage	<u>9,800-10,400</u> USF <u>10,800- 11,400</u> RSF Proposals with square footages having a 5% deviation (up or down) will not be considered an alternate. The State intends "contiguous" to mean space that is adjacent including floors below or above. The actual square footage will be determined by programming and space planning.	Yes
Special Buildout and Other Specifications	See Schedule 1 attached.	Yes
Term Length	5 yr.	Yes
Commencement Date	TBD	Yes
Termination Options	Termination for Convenience	No
Terms and Conditions	As set forth in Pro Forma Lease. A copy of the Pro Forma lease form can be found by visiting https://www.tn.gov/generalservices/article/prospective	Yes
Utility, Services and Other Costs	The State is asking for a gross lease.	Yes

Communications:

Interested parties must direct all communications regarding this procurement to the **RFP Coordinator**, who is the State's official point of contact. Email is the preferred form of communication.

Name: Nickie Smith

Phone Number: 615-532-7475

Email: RFP.Coordinator@tn.gov

Submittal Deadline and Format:

The completed "Lease Proposal Form" (Section II) must be submitted as follows no later than 1:00 P.M (insert time CST) on March 3, 2017:

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

Or

Printed copy to:

Department of General Services/STREAM

Attn: Nickie Smith

William R. Snodgrass Tennessee Tower 3rd Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: 615-532-7475

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:

<https://www.tn.gov/generalservices/topic/lease-management>.

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of protest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

SCHEDULE 1

Special Build Out Specifications:

Space Needs Analysis Report

11/10/2016

Space Needs Analysis Report

SNA Number: 32901-57-02

Agency: TDOC Madison Co.

Description: Jackson, TN

Prepared by: FMG

Checked by:

Personnel Total: 18 SNA Date: 11/8/2016

Type	Standard	Description	Wall	Area	Count
P	00000	Spectrum Facilitator In office 50% to 74% of time.	O	51	1
P	73162	ASA 2 Space included in Reception Cubical.	None	0	1
P	73633	Program Director	H	120	1
P	78132	Correction Counselor 3	O	51	3
P	78133	Correction Counselor 2	O	51	8
P	78143	P/P Officer 3 In office 25% to 49% of time.	O	51	2
P	79661	Forensic Social Worker In office 50% to 74% of time.	H	120	2
S	CBR	Client Break Room Space for 20 chairs (no tables). Lessor to provide 2 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied vending machines. Agency requesting that there be no base and wall cabinets or sink.	HA	400	1
S	CIR	Client Interview Room Used for conducting interviews with clients.	H	100	2
S	CR	Conference Room Seating for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.	H	250	1
S	CR1	Class Room 1 Minimum seating for 30 at tables. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.	HA	900	1
S	CR2	Class Room 2 Table based training for 15. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.	HA	450	1
S	CRCWR	CRC Waiting Room Community Resource Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.	HA	300	1
S	CTR	Computer Training Room	HA	600	1

Space Needs Analysis Report v1.0 (Archibus)

11/10/2016

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Computer training for 15 students. Agency will be using a minimum of 16 desktop computers (15 - for students and 1 - for instructor) and 1 - network multi-function printer. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector.

S DRCWR DRC Waiting Room HA 300 1
Day Reporting Center waiting room with seating for 10. With transaction countertops and locking sliding pass-thru window to Reception cubical. Waiting room will need direct access to one unisex single stall client restroom. Client and staff restrooms will be separate and will not share the same plumbing wall.

S DTPR Drug Testing Prep. Room H 100 2
Countertop with sink.

S DTR Drug Testing Room H 100 2
Each room with watercloset and countertop with sink.

S E Enclave H 120 1
Offender orientation and assessment.

S EBR Employee Break Room H 150 1
With base and wall cabinets, countertop with sink. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, microwave, refrigerator and possible vending machine.

S FAH Free Address Hoteling O 51 3
Used by traveling staff, interns and volunteers.

S FSR File Storage Room H 200 1

S MA Mail Area O 48 1

S MER Medical Exam Room H 200 1

Used for wellness screening with sink, countertop and cabinets. Agency will supply exam table and medical equipment.

S MFC Multi-Function Copier O 50 2

S PSB Paper Shredder Bin O 6 1

S RB Recycle Bin O 6 1

S RC Reception Cubical O 100 1

Used by ASA 2.

S SER Security Equipment Room H 48 1

Room for agency supplied building security monitoring and recording equipment. Lessor to provide a minimum of 4 - 120V/ 20 amp. dedicated circuits with isolated neutrals for this room. Room must be temperature controlled.

S SR Supply Room H 100 1

S TC Telecom. Closet H 80 1

For telephone and computer equipment. Room must be temperature controlled.

S TR Training Room HA 450 1

Table based training for 15 students. Lessor to provide electrical outlet above finished ceiling for agency supplied ceiling mounted projector. Agency will pay for installation of full floor to ceiling whiteboard in this room.

1. **Parking:** Paved and striped parking for a minimum of 48 vehicles. Preference for separate personnel parking for up to 18 vehicles leaving 30 open-access vehicle spots for clients.
2. Other terms specifically requested by User Agency and included in the SNA (which is attached hereto and a part hereof): Security configuration which includes the following:
 - i. Electronic Door buzzer
 - ii. 2 separate waiting rooms
 - iii. Interview rooms
 - iv. Hoteling cubicles